

MADERA COUNTY

SENIOR LIBRARIAN

DEFINITION

Under general direction, to lead, oversee and participate in a variety of complex professional library services; assume responsibility for reference services; respond to patron requests; plan, organize and implement library programs or lead direction; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced, journey-level in the Librarian series. Positions at this level are distinguished from the next lower level class of Librarian III by the complexity and difficulty of the work performed. Positions at this level possess a significant level of specialized, technical or functional expertise beyond that expected at the journey level and often exercise lead direction and independent judgment in the performance of their duties.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assumes responsibility for the provision of library reference services and responds to requests from library patrons; utilizes a variety of resources including automated systems to research and provide answers and resources for patron information requests; works with patrons to determine their specific reference needs; suggests appropriate reading material for patrons; maintains, updates, and selects material for the library reference collection; may have book selection responsibilities for the general collection as delegated; works with representatives of other library systems in the development and utilization of reference resources; plans, organizes, publicizes, and implements library programs; creates special reading programs including story times for young children; organizes and conducts educational and recreational activities; prepares and distributes publicity information; organizes and carries out a calendar of library events; provides training in library procedures for visiting classes; performs reference and readers' advisory services; develops recommendations for the purchase of new books and media for the children's collection; coordinates children's services with branches and local educational agencies; provides work direction and training for other library staff; compiles statistical information; checks the proper cataloging and shelving of material; oversees technical services including physical processing, cataloging, mending, and discarding of library materials; provides training and assistance for library users; coordinates the maintenance of the on-line computer operating system; attends workshops and conferences for the development and updating of library knowledge and skills; represents the library in contacts with citizens, community groups, and other government agencies; performs the most difficult professional library services; and may train and provide lead direction to lower level staff.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Library reference materials, sources and techniques.
Professional library principles, practices and methods.
Principles and practices used in the development of library programs and media collections for the patrons of the library system.
Principles of program development, work direction, staff development and training.
Reader interest levels in books and authors.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Perform professional library work.
Catalog and classify library materials according to the Anglo-American Cataloguing Rules; MARC (Machine-readable cataloguing) Formats; Library of Congress Subject Headings; Library of Congress Authority Controls; and Dewey Decimal Classification.
Oversee catalog maintenance.
Use OCLC (Online Computer Library Center).
Provide patron assistance.
Plan, organize and review the work of others.
Maintain accurate records and prepare reports.
Develop staff training documentation.
Organize and maintain responsibility for assigned area.
Assist with the most complex reference problems.
Respond to requests and inquiries from the general public.
Effectively represent the Library at meetings with the public, community organizations, and other government agencies.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three (3) years of increasingly responsible work experience equivalent to that of a Librarian I/II/III with Madera County, which includes at least one (1) year of experience equivalent to that of a Librarian III or comparable experience that was performed at the journey level.

Training:

Possession of a Master's degree in Library Science.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California Class 'C' driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including the ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 25 lbs. and ability to travel to different sites and locations.

Effective Date: February, 2008